

MADERA COUNTY

SENIOR ACCOUNTANT - AUDITOR

DEFINITION

Under general direction, to perform a variety of the most complex and difficult technical accounting, auditing, and fiscal analysis assignments in the preparation, maintenance, analysis, and verification of the County's fiscal records; to maintain information on County tax rates, rolls, and apportionments; to maintain trust accounts; to assist with control of the County budget; to explain the methods and procedures used by the County to the public and County personnel; and to do related work as required.

SUPERVISION EXERCISED

Exercises technical and functional supervision over lower level professional, technical, and clerical accounting staff.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level in the Accountant - Auditor class series. Incumbents perform the most difficult job assignments, requiring extensive accounting and auditing knowledge and background. Incumbents are responsible for maintaining fiscal controls, ensuring the accuracy of County tax rolls, and explaining the policies, methods, and procedures of the County.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Provides lead supervision, plans, and reviews the work of professional, technical, and clerical accounting staff responsible for providing accounting/auditing services and activities; plans, directs, and participates in the performance of complex accounting and auditing procedures, services, and activities; trains assigned accounting staff including in the area of work assignments, methods, techniques, and the use and operation of equipment in the assigned area; verifies work of the assigned employees for completion of assignment, accuracy, proper work methods, techniques, and compliance with applicable standards and guidelines; ensures tasks are completed accurately and timely; performs the full range of complex and difficult Account - Auditor duties including preparing comprehensive financial activity reports and statements as directed and maintaining and reconciling a variety of ledgers, reports and accounting records; examines and corrects accounting transactions to ensure accuracy; prepares journal vouchers to adjust and correct errors in accounting records; monitors and balances various accounts verifying availability of funds and classification of expenditures; researches and analyzes transactions to resolve problems and ensure compliance with pertinent laws, codes, and regulations; participates in the compilation and preparation of the County budget; prepares cash flow and expenditure projects; recommends and implements changes in accounting auditing systems and procedures; provides technical assistance to County staff and the public in matters related to accounting and budget principles and practices; establishes and maintains the County tax rolls including audits and assessment notices; establishes proper preparations for tax bills; assigns rates and calculates taxes; processes, audits, and analyzes tax roll changes; maintains tax roll fiscal balances; computes tax penalties; maintains controls for delinquent taxes; participates in apportionment of tax roll monies to accounts and funds; conducts audits of County funds and programs; maintains and updates the County's inventory records; balances to general ledger; establishes, deletes, and reviews pending assets; generates depreciation entries; supervises utility billings for special districts; assists with the review and reconciliation of County and special districts; maintains proper controls on trust accounts; performs specialized accounting and auditing functions for a variety of County programs and services.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Accounting theory, principles, and practices, and their application to a variety of accounting transactions and problems.

Auditing theory, principles, and techniques, and their application to government finance.

Principles of account classification.

Pertinent Federal, State, and local laws, codes, and regulations including those affecting the financial operations of the County and special districts.

Principles and practices involved in the maintenance of fiscal controls on County tax rolls.

Operations, procedures, and policies of the assigned office.

Modern office practices, methods, and computer equipment.

Skill to:

Operate modern office equipment including computer equipment.

Ability to:

Plan, organize, and review the work of clerical and technical accounting staff in the area of work assigned.

Provide lead supervision and training to assigned accounting staff.

Perform the most complex and difficult technical accounting and ledger assignments.

Assume responsibility for maintenance of fiscal controls on County tax rolls.

Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.

Prepare, examine, and verify documents, statements, reports, and analyses.

Analyze and evaluate accounting and auditing problems, researching and gathering appropriate data to resolve problems.

Make mathematical calculations quickly and accurately.

Provide advice and guidance to others concerning budget, financial, and accounting records and information.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Madera County
Senior Accountant - Auditor (Continued)

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Three years of governmental accounting work experience comparable to that of an Accountant - Auditor I/II with Madera County.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in accounting, business administration, or a related field.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in a standard office environment.

Effective Date: May, 1995